

EDITED TASK LISTING

CLASS: ASSOCIATE ELECTRICAL ENGINEER

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Designs, prepares and coordinates electrical engineer drawings (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) specifications, and estimates in connection with the construction or maintenance of a variety of projects, including institutional and office buildings, roads, pumping plants, radio stations, and similar structures using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed and/or directed by immediate supervisor.
2.	Performs technical design review on projects at various stages (e.g., Capitol Outlay Budget Change Proposal [COBCP], Budget Packages, preliminary plans, working drawings, project reports, etc.) completed by other entities (e.g., Department of General Services [DGS], private consultants, institutions plant operations, etc.) in order to ensure conformity to building codes, Department of Correction's [CDC] design criteria guidelines, and construction suitability utilizing personal technical knowledge and experience as needed and/or directed by immediate supervisor.
3.	Performs material take-off and cost estimates of electrical work on a wide variety of projects (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) to establish costs using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed and/or directed by immediate supervisor.
4.	Reviews purchase requisitions for construction work regarding electrical equipment for a wide variety of projects, including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to ensure conformity to plans and specifications using personal experience, plans and specifications, as needed and/or directed by immediate supervisor.
5.	Performs inspections of electrical engineering aspects of structures under construction and/or repair to ensure conformity to plans and specifications using personal experience, volt meter, amp meter, plans, specifications, etc., as needed and/or directed by immediate supervisor.

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6.	Conducts specialized investigations and technical studies to produce complete and comprehensive written reports and correspondence making recommendations on electrical engineering issues (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) and building codes, (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed and/or directed by immediate supervisor.
7.	Provides electrical engineering construction support (e.g., submittal review, shop drawing review, change order review, responses to requests for information, consultation with construction supervisors, etc.) to a wide variety of projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to ensure conformity of plans and specifications using plans and specifications, personal experience, technical knowledge, building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed and/or directed by immediate supervisor.
8.	Performs field surveys of existing electrical engineering conditions for various construction projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to produce drawings, designs, and specifications using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) as needed and/or directed by the immediate supervisor.
9.	Accurately interpret and apply laws, rules, regulations, departmental policies and procedures, etc. regarding electrical engineering issues in order to gain an understanding and apply them as needed and/or upon request.
10.	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills per departmental policies as needed.
11.	Reports current project status to supervisor to update him or her on weekly basis using personal experience (e.g., time estimate skills, knowledge of prior project history, etc.) and technical knowledge.